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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 27 February 1957

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . . Dr.  
C/PD - Voting Member . . . . . Dr.  
C/PCD - Voting Member . . . . . Dr.  
Personnel Placement Officer . . . . . Mr.  
C/ASD - Executive Secretary . . . . . Mr.  
DC/ASD - Acting Executive Secretary . . . . . Mr.  
Secretary to C/MS - Recording Secretary . . . . . Mrs.

25X1A9A

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 20 February 1957 were approved by the Members without comment.

2. Assignment

25X1A6A [ ] Medical Technician, GS-9. The Acting Executive Secretary  
25X1A9A called attention to the last meeting at which time [ ] was  
nominated to the position over his stated objections. This information  
25X1A9A was relayed to Mr. [ ] and he was invited to be present at this meeting  
to discuss this assignment with the Members. In essence, Mr. [ ] 25X1A9A  
stated he had no objection to an overseas assignment but he did not feel  
25X1A9A this particular assignment would further his career. Mr. [ ] said he  
was keenly interested in supply work and would like to see the supply  
duties of the Senior FE Medical Administrative Officer combined with the  
position under consideration with a resultant increase in grade. In the  
25X1A9A event of such a reorganization, Mr. [ ] would accept the position. Mr.  
25X1A9A [ ] was excused from the meeting and the Members again considered this  
assignment.

25X1A9A C/PCD recommended Mr. [ ] proposal for combination of functions  
receive further consideration; however, DC/ASD stated that, on the basis  
25X1A6A of his experience while assigned at [ ] he did not feel that this  
would be feasible. DC/MS felt the Board should select a candidate for  
the assignment and concurrently review the position so that a vacancy  
would not occur. In view of this discussion, C/MS asked that a meeting  
be arranged to discuss the organizational structure of the position under  
consideration with the following in attendance: C/MS, DC/MS, C/PCD,  
C/ASD, and DC/ASD. After this matter has been settled, a candidate will  
be named for the position.

DOC	25	REV DATE	14 APR 1961	BY	[ ]
ORIG COMP	5	OPI	39	TYPE	01
ORIG CLASS	5	PAGES	3	REV CLASS	C
JUST	22	APPROVED	2002/09/03	DATE	2002/09/03

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25X1

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### 3. Review of Fitness Reports

25X1A9A a. [ ] GS-10, Administrative Officer. C/PCD reviewed a  
25X1A9A report he completed on Mr. [ ] This report reflected C/PCD's opinion  
25X1A9A that Mr. [ ] would be better suited for technician-type duties rather  
25X1A9A than administrative work. The Board Members agreed with C/PCD's comments  
25X1A9A in this regard. C/MS pointed out that Mr. [ ] has been with the Agency  
25X1A9A for several years and has served well especially in overseas positions.  
25X1A9A With regard to a future assignment, the Board felt Mr. [ ] would be  
better qualified for a general-duty type of assignment overseas.

25X1A9A b. [ ] GS-9, Medical Technician. This Report was  
25X1A9A rated by [ ] and reviewed by the [ ] Administrative 25X1A6A  
Officer. The Members felt that the following statement contained in  
the report was inappropriate for inclusion in a fitness report and should  
be submitted as a policy recommendation: "Individuals should be consulted  
prior to projected assignment, allowing time to discuss with wife con-  
ditions, etc. of next area. Serious consideration should be given to  
this matter." A memorandum will be appended to the Fitness Report reflec-  
ting the comments of the Board in regard to this matter.

### 25X1A6A 4. Training - Technicians Assigned to [ ]

The Board noted a recommendation dated 4 February 1957 from C/PCD  
that in the future all technicians assigned to [ ] receive training 25X1A6A  
in rodent control at the Communicable Disease Center at Atlanta, Georgia.

### 5. Miscellaneous

C/MS called particular attention to CIA Notice No. [ ] entitled 25X1  
"The Biographic Profile". The purpose and use of the Profile was  
explained in detail.

MS/mam

#### Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/PD
- 1 - C/TSD
- 1 - C/PCD
- 1 - C/ASD

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